

Appendix B: Agency IT Strategic Plan Certification

This Appendix outlines the Agency ITSP certification process that each Agency Head and Secretary must complete.

Timeline

Submission of all planning information must be complete by July 2, 2003. The certification process may begin at any time and must be complete by July 11, 2003.

Reports

The following reports can be generated from the CTP Web-tools to review the data input into the Tool. These reports can be used throughout both the data submission and certification process to help agencies validate their information. The reports are located on the front page of the Web Tool.

- Agency ITSP Summary *
- Agency Asset Portfolio Summary *
- Server Detail Listing
- Servers by Location Detail Listing
- Personnel Detail Listing
- Personnel by Location Detail Listing
- External Services Listing
- Software Detail Listing
- Software by Location Detail Listing
- LAN Services Detail Listing
- LAN Services by Location Detail Listing
- Shared Devices Detail Listing
- Computer Rooms Detail Listing
- TELCO Equipment Detail Listing
- TELCO Equipment by Location Detail Listing
- TELCO Services Detail Listing
- TELCO Services by Location Detail Listing
- Locations Detail Listing

Certification Requirements

* These are the Summary Reports that the Agency Head and Secretary will review and certify. They are to be included as part of the Certification Package. Institutions of higher education will only certify the Agency ITSP Summary.

Each Agency Head and Secretary will be asked to certify, to the best of their knowledge, information, and belief, that the following activities have been performed related to their agency's participation in the Information Technology (IT) Strategic Planning process.

- All information requested as part of the IT Strategic Planning process has been submitted to the Department of Technology Planning. In the event that specifically requested information was not available, the ITSP Liaison was so notified.
- The Agency IT Resource and Agency Head have personally reviewed the Summary Reports of their submissions and deem it to be an accurate presentation of the information provided by the agency. The ITSP Liaisons Team will provide each Agency Head and Secretary this Summary.
- The provided Summary Reports of the agency's IT strategic plan submission and asset portfolio data represents an accurate assessment of the agency's planned IT projects, procurements and IT assets the agency needs to support its mission for the upcoming 2004-2006 Budget Biennium.

Process

- When to Begin. Agencies may begin the certification process at any time prior to July 11th if they have finished submitting their data. Once data submission is complete, they should notify the DTP ITSP Liaison that they are ready to begin the certification process for the plan.
- Data Lockdown. Once the certification process begins, the data submitted through the Web tool for that agency will be "locked down" and no further changes will be permitted to the IT Strategic Planning information. Agencies may wish to generate a full set of reports at this time to help verify the data. Agencies will be asked to update the asset information in the Agency Technology Portfolio on a periodic basis.
- Checklist. To help agencies prepare for the certification process, the DTP ITSP team will send each agency a checklist indicating the status of the ITSP data submitted. This checklist will be sent to agencies on or about July 1st. Agencies should verify this checklist against their own checklist to ensure accuracy. If any errors are discovered in the checklist, please contact the ITSP Liaison immediately to resolve.

Certification Package

Once the checklist has been verified, agencies may begin review and approval of their Certification Package. Once the Agency Head has certified this package, it should be sent to the Secretary for review and signature. The Certification Package contains two (2) documents. These documents are located on the CTP Website in the Information Technology Strategic Planning section:

- Cover Letter to be signed by the Agency Head and the Secretary. (Note: The ITSP Liaisons will provide this letter to each agency. Please do not change or modify the wording in the body of the letter).
- Summary Reports of the information submitted into CTP. Agency Heads and Secretaries will be asked to review and certify the Summary Report. If agencies wish to see the detailed information that supports these Summary Reports, the information may be reviewed via the Reports link available on the CTP website. However, these detailed Reports do not need to be submitted with the Certification Package.